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GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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January 5, 2017
NOTICE OF JOB VACANCY
#17-07

An opportunity currently exists in the classified service within the Department of Law and Public Safety, Juvenile Justice Commission, Office of Policy, Research & Planning, for current State employees, with one-year continuous permanent service in the competitive division who meet the minimum requirements specified below:

TITLE: Secretarial Assistant 3, Non-Stenographic

SALARY: \$39,457.23 - \$55,413.51

LOCATION: Juvenile Justice Commission
1001 Spruce Street, Suite 202
Trenton, New Jersey 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Deputy Executive Director of Policy, Research and Planning, organizes assigned secretarial and administrative clerical work; types and prepares correspondence, reports and recommendations of a confidential nature; reviews, sorts, and routes incoming correspondence; assists the manager by providing information and referrals to employees and other requestors; maintains a schedule of appointments and the daily engagement calendar of the manager; prepares agenda of meetings and minute notes; makes necessary arrangements for conferences and meetings; prepares statistical and other reports; maintains confidential personal correspondence and other records and files; does other related duties.

REQUIREMENTS

EXPERIENCE: Three (3) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

If you possess the required experience and are interested in the above position, please send a cover letter (including job vacancy number) and current resume before the closing date of January 19, 2017:

***Juvenile Justice Commission
Office of Human Resources - Recruitment Officer
P.O. Box 107, Trenton, NJ 08625-0107
or email to: jjcrecruitment@jjc.nj.gov***

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.